

Juvenile Justice Active Case Management Report

SWS-006

March 9, 2010

SWSS Project
USER REQUIREMENTS

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1 INTRODUCTION

1.1 Purpose

Supervisors currently gather information from several different Management Information System Reports. Much of the information is calculated manually. The information is often not current. This module will provide current information in an efficient manner.

1.2 Target Audience

This document is for the SWSS developers who are charged with creating a detailed design document for this module, as well as implementing the requirements listed. It will also be of interest to development staff charged with maintaining the SWSS automated system.

The following personnel may also be interested:

- SWSS Trainers
- FIA Help Desk Personnel
- SWSS Advance Users
- SWSS Project Staff Tasked With Developing the User's Guide
- Zone Children's Services Specialists
- Assist Operators / CIS Clerks
- CFS Policy Staff

2 MODULE NARRATIVE

The Juvenile Justice Active Case Management Report provides managers with information useful in tracking caseloads of Workers, Units, Districts, and Counties. This is a printed report. The data elements displayed include Total Cases identified by Worker, Unit, Section, District, and County. In addition, the Initial Service Plans and Updated Service Plans Overdue, Living Arrangement totals, Number of Current Overrides, and Number of Specified Security Level Cases also appear in the report.

3 NAVIGATION FLOW

3.1 Screen Interaction

There is no screen interaction in this module. When its icon is selected from the Report Generation Menu a report is printed.

3.2 System Flow

No other modules will be effected by the printing of this report.

4 REQUIREMENTS LIST

The comprehensive (we hope) list of requirements derived from the original requirements, ensuing memos, emails, and test plan documentation.

4.1 Screen, Data, Out-of-Module, Output, Module and Miscellaneous Requirements

The following requirements were derived from the original requirements documents written by policy staff for the SWSS project. Any ensuing memos, emails, or test plans regarding the project were also searched. It is intended to be a comprehensive list of all requirements pertaining to the Juvenile Justice Active Case Management Report module. Each individual requirement has a unique identifier; the two letter prefix identifies this particular module (DMR = Juvenile Justice Active Case Management Report).

The list is to be used in a Requirements Traceability Matrix, which will be comprised of all the requirements for all the SWSS modules, so that the status of each requirement can be tracked and verified.

DMR-1 SCREEN REQUIREMENTS:

DMR -1.1 User must be able to select specified report or cancel report.

DMR -1.2 Must notify user that either printing is in process or that an error occurred.

DMR-2 DATA EDITING REQUIREMENTS:

DMR-3 OUT-OF-MODULE REQUIREMENTS:

DMR -3.1 Report Generation module must allow selection of this report.

DMR-4 MODULE REQUIREMENTS:

DMR -4.1 The module will generate a report of active Juvenile Justice cases. The report will break down the data by district, section, unit and worker. Management level areas will only appear based on the management level requesting the report (e.g. – a section manager will only receive a report for the section, units and staff that he/she is directly responsible for).

DMR -4.2 If the user performs an action upon the database after the database has timed the user out, SWSS must automatically reconnect to the database and continue working.

DMR -4.3 Central Office users (county 84) need inquiry access for case information.

DMR-5 OUTPUT REQUIREMENTS:

DMR -5.1 Juvenile Justice Management Report

DMR -5.1.1 Load No.

DMR -5.1.2	Unit No.
DMR -5.1.3	Unit Totals
DMR -5.1.4	Section No.
DMR -5.1.5	Section Totals
DMR -5.1.6	District No.
DMR -5.1.7	District Totals
DMR -5.1.8	County No.
DMR -5.1.9	County Totals
DMR -5.1.10	Total Cases
DMR -5.1.11	ISP Overdue
DMR -5.1.11.1	From the Tickler list ~ total the number of ISP's overdue for each Worker, Unit, Section, District and County.
DMR -5.1.12	USP Overdue
DMR -5.1.12.1	From the Tickler list ~ total the number of USP's overdue for each Worker, Unit, Section, District and County.
DMR -5.1.13	Living Arrangement Totals by Type Provide a list of living arrangements currently being used within the County. Display them in numeric order of the living arrangement code of active cases only. Give a total of each represented Living Arrangement, by Worker, Unit, Section, District, and County.
DMR -5.1.13.1	Use all living arrangements except 6, 8, 18
DMR -5.1.14	Overrides Taken from the Placement screen, total number of overrides on active cases.
DMR -5.1.15	Security Level Totals by Type Leave blank until SDM is implemented in SWSS.
DMR -5.1.15.1	High (04)
DMR -5.1.15.2	Medium (03)
DMR -5.1.15.3	Low (02)
DMR -5.1.15.4	Community Based (01)

DMR-6 MISCELLANEOUS REQUIREMENTS:

5 EXAMPLE OUTPUT

Gather the forms and letters generated by this module.

Juvenile Justice Active Case Management Report

Total Cases	Overdue	Living Arrangement Totals																								Overrides	Security Level Totals				
		ISP	USP	01	02	03	04	05	07	09	10	11	12	13	14	15	16	17	19	20	21	22	23	24	25			26	27		
		ISP	USP	01	02	03	04	05	07	09	10	11	12	13	14	15	16	17	19	20	21	22	23	24	25	26	27	04	03	02	01

Load #

Unit Totals:

Section Totals:

District Totals:

County Totals:

6 DATA ELEMENT DESCRIPTIONS

A table of all the data elements entered within this module. For each item, describe its range of acceptable values. Designate items as being required for ASSIST, CIS, LICENSING or AFCARS (and any combination thereof). Also describe what other modules check these values.

Show validation tables of combinations of data. Are there data dependencies? None

7 HELP MESSAGES

There are to be three levels of help available: Screen, which describes how the process for the current module is supposed to work, Context-Sensitive, which describes a particular data field on the screen, and Status Panel, which offer hints about the field or command button with the current focus.

- 7.1 SCREEN (Section or Module level. Offers an entry point to the big help file.)
- 7.2 CONTEXT-SENSITIVE ("F1", aka "detail")
- 7.3 STATUS PANEL MESSAGES (formerly known as "Field Level" and "Baby" before that.)

8 MODULE DEPENDENCIES

This module is dependent on data converted or entered into the following modules, FIA 5s, Case Registration, Case Listing, Placement, and Legal.

What changes in data within other modules effect this module?

9 SCENARIOS

The requirements scenarios that call for data entered by this module. This is just a cross reference into the

10 TEST PLANS

The updated test plans written by the Program Office and/or the developer to verify the correctness of the finished application.

11 SOURCE MATERIAL

The following items are included for historical purposes only. The current requirements were derived from this source material, and are, in places, out of date, incorrect, or conflicting.

11.1 Original
Requirement

A

**CHILDREN'S SWSS
REQUIREMENTS FORM**

Assigned Policy Analyst:	Jerome Colwell
Date Received by BuIS:	2-18-97
Requirement # (from BuIS)	R-4A

TOPIC: Delinquency Management Report

1. BUSINESS PROCESS. *Describe the current business process for the requested enhancement. Be specific. Include all forms, documents, letters, and services manual policy related to the procedure. Prior to completion of this form, discuss this process with the pilots to determine how this procedure is done in their county. Resolve discrepancies and work out any conflicts with current policy.*

Currently, Supervisors gather information from several different Management Information System Reports. There is much information they must hand count. There is no current Delinquency application in SWSS.

2. SWSS INTEGRATION.

The purpose of the Management Report (see attachment number 1) is to give Managers information which will be useful in tracking caseloads of workers, Units, Districts and Counties. SWSS Delinquency Development staff and local offices were polled as to the information they would most need within this report. It is hope that by collecting this information from SWSS and putting it into a consice report that it will cut done on the time spent gathering this information

This report will also need to be broken down seperately for worker information. This is a print only report.

3. DATA ELEMENTS.

TOTAL CASES	Total number of cases by Worker, Unit, District and County.
AVERAGE LENGTH OF PLACEMENT PER YOUTH	This number is acheived by determining the total number of days of placement, from the Case Summary Screen, for each Worker, Unit, Section, District and County and dividing it by the number of cases for each respectively.
AVERAGE NUMBER OF PLACEMENTS PER YOUTH	This number is acheived by determining the total number of placements per Worker, Unit, Section, District and County and dividing it by the total number of cases for each respectively.
TOTAL NUMBER OF ISP'S AND USP'S OVERDUE	From the Tickler list, total the number of ISP's and USP's overdue for each Worker, Unit, Section, District and County.
NUMBER OF CURRENT OVERRIDES	Taken from the SDM Initial Risk Assesments or Reassessment, total number of current overrides on active cases.
NUMBER OF SPECIFIED SECURITY LEVEL CASES	Taken from the Initial or Risk Assessment or Reassessment for all active cases.
LIVING ARRANGEMENT	Provide a list of living arrangements currently being used within the County. Display them in Alpha character, from the Child Data Screens, on active cases only. Give the totals of each LA under the respective Worker, Unit, District etc. Give a total of each represented Living Arrangement, by Worker, Unit, Section,

3

4. **EDITS.**

Element Name	Edit Description

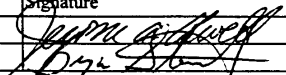
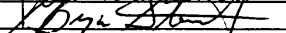
5. **OUTPUTS.**

6. **TRAINING.**

7. **POLICY.**

8. **DEPENDENCIES.**

9. **SIGNATURES.**

	Signature	Date
Policy Analyst:		2/18/99
Policy Supervisor:		2/18/99

October 31, 1999

County:
Period Covered:
Run Date:

SWSS Delinquency Management Report

(Separate report)
Worker Unit Section District County

Total Cases:
Average Length of Placement Per Child:
Average Number of Placements Per Child:
Total ISP's and USP's Overdue:

Current Overrides: 04
High Security Level Cases: 03
Medium Security Level Cases: 02
Low Security Level Cases: 01
Community Based Level Cases:

(show only those which apply)

Living Arrangement: 01-22
01-Own Home
05-Foster Home-FIA
07-Independent Living
11-Detention
14-Training School
18-Out-of-State Placement
20-Escape

October 31, 1999

SWSS Delinquency Management Report

County:
Period Covered:
Run Date:

(Separate report)

Worker Unit Section District County

Total Cases:
Average Length of Placement Per Child:
Average Number of Placements Per Child:

Total ISPs and USPs Override:

Current Overrides:

High Security Level Cases:

Medium Security Level Cases:

Low Security Level Cases:

Community Based Level Cases:

(show only those which apply)

Living Arrangement: 01-22

01-Own Home

05-Foster Home-FLA

07-Independent Living

11-Detention

14-Training School

18-Out-of-State Placement

20-Escape

R-4

R-4

SWSS Delinquency Active Case Management Report

Total Case	Ave Length Placement	Ave Num Placements	Overdue ISP	Overdue USP	Living Arrangement Totals	Overrides	Security Level Totals	01	02	03	04
Unit #: 33000000100											
Load # 3300000010	54	4.33	0	0	0	0	0	0	0	0	0
Load # 3300000011	81	.71	3	0	1	0	0	0	0	0	0
Load # 3300000010	89	1.00	1	0	0	0	0	0	0	0	0
Load # 3300000010	73	1.46	9	0	2	0	0	0	0	0	0
Unit Totals:	67	1.74	14	0	3	0	0	0	0	0	0

Page : 1

Printed: 05/27/1999

11.2 Memos and E-Mail

11.3 Test Plans

11.3.1 Test Plan Created by Policy

11.3.2 Test Plan Created by SWSS Development

12 OUTSTANDING ISSUES

12.1 The following items require a decision or some direction from Policy staff:

1

Attachment A: List of SWSS Module Prefixes